

Troy Recreation Department Adult Sports Leagues Guidelines/Procedures Handbook

LEAGUE ADMINISTRATION

The Troy Recreation Department administers the league you are participating in and may rule on any matters not specifically covered in the handbook or specific league rules. Any questions, suggestions, or comments should be directed to:

Troy Recreation Department
3179 Livernois
Troy, Michigan 48083
(248) 524-3484
FAX: (248) 689-6497
HOTLINE: (248) 689-9756
WEATHER WEBSITE www.troymi.gov/playhere

SCHEDULES AND RESCHEDULING

All league games/matches shall be played on dates, times and locations designated by the Recreation Department. Any team with a reasonable request as to scheduling may make such a request before the schedules are formulated. If possible, requests will be granted. ONCE SCHEDULING HAS BEGUN, NO REQUESTS WILL BE CONSIDERED EVEN IF THE OPPONENT AGREES TO IT.

CANCELED GAMES

The game official shall have the right to end a game at any time for any reason, including inclement weather, darkness, unsafe conditions or unsportsmanlike conduct.

Games ended by the official may be replayed at a future time if the minimum game standards outlined in that sport have not been met. Teams replaying an incomplete game will start a new game (additional officials' fees may be required).

A telephone hotline (248-689-9756) and a website www.troymi.gov/playhere are provided for managers to call when weather conditions make play questionable. This number is for managers only as players should call their manager so as not to tie up the phone line. **Please call after 4:30 p.m. for evening programs.** When the Troy schools are canceled due to severe weather, Troy Recreation adult leagues are also canceled for the indoor leagues. If in doubt concerning playing conditions, please report to the site.

MAKE UP GAMES

It is the responsibility of the manager to contact the Recreation office after 2:00 p.m. of the next business day following the canceled game to receive rescheduled game information. The manager should know the team number on the schedule and the name of the league. Make-up games may be rescheduled any day of the week by the Recreation Department. The original league schedule remains the same with the make-up game(s) either being played in some other time slot or at the season's end. Efforts will be made to reschedule games on a timely basis. **ONCE A GAME HAS BEEN RE-SCHEDULED, IT WILL NOT BE CHANGED.**

FORFEITS

1. A team failing to appear for a scheduled game or failing to field the sufficient number of players (as stated in specific league rules) shall forfeit that game to the opponent provided that the playing area is playable and the game official (or city employee) is present.

2. A team forfeiting a game is responsible for the **FULL** official's fee, not only their team's half.
3. In the event that neither team is able to field the sufficient number of players, both teams forfeit and are each responsible for one-half the official's fee.
4. Teams that owe officials' fees to the department due to forfeits must pay the fee no later than 24 hours before their next scheduled game. Failure to do so will result in a forfeiture of that team's next game and the team may be dropped from the league.
5. If a team forfeits three (3) games/matches during the season, they may be dropped from the league for the remainder of the season (this does not include a missed "mandatory" managers' meeting or failing to submit the required player roster/waiver form by the initial deadline). If a team is dropped from a league, the team forfeits all fees paid and loses the rights of a returning team for the following year. Previously played games stand unless forfeited because of ineligible players and wins will be awarded to the opponents for the remainder of the schedule if the team dropped is not replaced.

REPLACEMENT OF TEAMS

Should a team withdraw from the league before 25% of the season is complete, a replacement team will be sought from the waiting list.

If a replacement team is found, it will assume the won/lost record and the remaining schedule of the withdrawing team. If a replacement team is not found, the teams scheduled to play the withdrawing team in the remaining games shall receive a win in the standings and do not have to show up for the games, nor pay an official. All previously played games by the withdrawing team shall count in the league standings.

REFUNDS

New team fees are not refunded if a new team who is offered a league spot through the lottery process decides not to enter league.

Refunds to returning teams or teams registering after the lottery will be given as follows:

- If refund is requested before the managers' meeting, a \$10.00 administrative fee will be withheld.
- If refund is requested at or after the managers' meeting, and before schedules are printed, there will be a 75% refund of entry fee paid.
- If refund is requested after the schedules are printed and at least 10 days before the season begins, there will be a 50% refund of entry fee paid.
- There are no refunds after 10 days prior to the first regular scheduled game/match.

POSITION ROUNDS

A position round(s) is sometimes used in scheduling to add a game(s)/match(es) to the schedule. The results of this position round count in the regular season standings. Teams are paired based on league standings. Tie breaker method: a) head-to-head competition between the teams involved, b) goal/point/run differential in games between the tied teams, c) overall goal/point/run differential, or d) coin flip.

PLAYOFFS

Many of Troy's leagues have playoffs at the end of the regular season. The playoffs may be any day of the week, not necessarily the day league play is held. Playoffs usually involve the top four teams in each league/division.

STANDINGS

Sports results and standings will be displayed at the site each week or posted on the city website. www.troymi.gov/playhere

TIES FOR CHAMPIONSHIP

In case of a tie for a league championship, the winner shall be decided by tie break rules as follows: 1) head-to-head competition between the teams involved, 2) goal/run/point differential in games between the tied teams, or 3) overall goal/run/point differential.

Ties for places other than 1st will be decided by tie break rules listed above.

AWARDS

Distribution and types of awards will be discussed at preseason league meeting.

LEAGUE CLASSIFICATION AND TRANSFERS

The Troy Recreation Department reserves the right to re-classify any team based on the team's performance (league standing) the previous season. To achieve league balance, it will be required for the top team in each division, (top one/two teams in summer softball leagues) determined by regular season final standing, to move up at least one league in ability. The bottom team in each division, (bottom two teams in summer softball leagues) will be moved to a lower league in ability. (Some exceptions may occur based on the number of teams in a given league.)

Requests from teams desiring to transfer leagues will be considered after the initial deadline for returning teams, and before new lottery teams are entered. The Troy Recreation Department reserves the right to approve or deny re-classification in the best interest of the league.

RE-ENTERING A TEAM

Team managers will be mailed information as follows:

<u>Sport</u>	<u>Information sent by</u>	<u>League begin</u>
Softball, summer	February 1	Late April
Softball, fall	June 15	Early August
Soccer	April 1	Early June
Basketball	September 1	October

It is the manager's responsibility to inform the Recreation Department if information is not received and of any managerial and/or address change. Returning teams are ones that 1) played in the league the previous season and finished the season in good standing, have the same manager and at least five returning players from that team, or 2) have the same sponsor and at least five returning players from that team, or 3) have at least five players from that team. The above listing is in order of priority. (Exception - in softball, seven (7) players constitute a returning team.)

Returning teams will have a designated entry fee deadline, and all teams meeting the deadline will have placement priority over a "new" team.

NEW TEAMS

New teams desiring entry into a league must submit an application and entry fee (check only) to the Recreation

office no later than the date set for each league. Acceptance of the fee does not guarantee a place in a league, but places the team into a lottery drawing. All openings (if any) will be filled in order of the lottery.

The purpose of the lottery is to fairly select new teams when there are more teams than league openings.

Teams not drawn in the lottery will be put on a waiting list and have their check returned. Teams may, but need not, be present at the lottery. To prevent teams from submitting more than one application, **NO REFUNDS** will be given to teams whose applications are successful.

CHANGE OF TEAM MANAGER

It is important that the Recreation Department be able to communicate with team managers. For this reason, the department should be notified promptly of any change in manager, manager's address, email or manager's phone number.

CHANGE OF TEAM NAME

A team name may be changed only before the schedules are printed. After schedules are printed, all teams will be referred to by their name on the schedule and likewise on the standing sheets.

INJURIES

Neither the City of Troy, Troy Recreation Department, the Troy School District, nor their representatives will be responsible for any injuries incurred as a result of individuals participating in any league.

PLAYER ELIGIBILITY AND REGISTRATION

Managers/assistant managers shall be responsible for the eligibility of all players on their respective teams and shall sign and present to the Recreation office all necessary forms. Managers may be asked to prove the eligibility of any players, at any time.

An unregistered player is an ineligible player, and if used in a game, shall be cause for forfeiture of that game and possible suspension from the league for one year from the date of suspension for both player and manager.

Falsification of any player information/signature on the team roster/waiver will result in a two (2) year suspension followed by a two (2) year probation from ALL adult athletic programs in Troy.

In the absence of the manager, the person representing the team in the pre-game conference shall be responsible for eligibility of the team.

ROSTER

A roster is the list of a team's eligible players. An official team roster must be on file with the Recreation Department by the required league deadline.

<u>League</u>	<u>Roster Limit (per team)</u>	<u>Maximum Number of Non-Residents (per team)</u>
Basketball	12	12
Softball	20	20
Soccer	20(24)	20(24)

REGISTRATION OF PLAYERS

All players used in a game must be registered on a Troy Recreation Player Roster/Waiver Form which will be distributed at the pre-season managers' meeting. A person may play in a "specialty" league and one additional league (see each sport for specific guidelines regarding this rule).

To be eligible to play in the first game/match of the season, players must sign the team roster/waiver and have it submitted to the Parks and Recreation office in the Community Center by the date/time set at the pre-season managers' meeting for that sport. Players that do not sign the roster/waiver and do not have the proper information approved by the required time and date are not eligible for the first game/match. Teams not having sufficient eligible players by the deadline shall forfeit the first game/match. **NO EXCEPTIONS!**

After the initial player roster/waiver form deadline and after the first game/match of the season, the deadline for adding a player to the roster/waiver form is no less than twenty-four (24) hours before their next scheduled game/match. A business day is defined as Monday through Saturday when the Recreation office is open for business. Holidays are not business days.

The Recreation Department will not accept any:

- A) Team roster/waiver containing incorrect, falsified, or incomplete information.
- B) Incomplete roster/waivers will be returned to the person submitting them.

Players playing under designation of "non-resident" must submit a non-resident fee. Players playing under designation of employee must submit letter of employment verification. These requirements are outlined under "Residence Rules", and must be submitted with the player registration form.

Once a player signs a roster/waiver and it is filed in the Recreation office, the registered player is committed to that team and may not play with another team in the Troy league unless the manager of his team signs a player release form, thus releasing the player from that team. Players released by a team cannot be re-registered by the same team for a three week period. Rules concerning deadline dates for addition/deletion of players still apply.

Professional athletes will not be allowed to play in their respective sport. A professional is defined as a person receiving payment in their respective sport.

ROSTER FROZEN

Any additions or deletions to a team roster may be done up until the midway point of the season, which will be noted on the league schedule. The only exception to adding a player after the midway point would be to replace an injured player who submits written medical verification from a doctor stating the individual is unable to play. The injured player may not play again that season, and the replacement player may not play in the playoff(s), if the team qualifies.

AGE LIMITS

Players must be at least 18 years of age or older at the time they sign a player registration form with the Troy Recreation Department. Individuals presently attending high school may not be concurrently participating in the same sport.

Players in the "aged group" leagues (30 and over, 35 and over, 55 and over, etc.) must be that age as of date specified to sign a roster/waiver form. (Check with each individual league rules.)

RESIDENCE RULES

All Troy residents/employees may participate with no additional player fees and are defined as follows:

- 1) Persons whose legal residence is inside the boundaries of the City of Troy. "Residence" means that place at which a person habitually sleeps, keeps his or her personal effects, and maintains a regular place of lodging, with the intention of maintaining such residency. A Troy resident shall not be deemed to have lost such residency by virtue of enrollment and attendance at an institution of learning. A person must be a resident in the City of Troy until at least the first regularly scheduled game in his/her league to be classified as a resident. and/or
- 2) Persons employed on a full or part time basis by a company located within the boundaries of the City of Troy. The player's home office or facility that they permanently work out of must be located in Troy. If the players' home office is located in Troy, but they work out of a facility located outside of Troy, they don't qualify for residency/employment in Troy. Teachers working during the school year within the City limits will be considered residents. Persons deemed to be residents by virtue of their employment must submit at a minimum, a letter on company letterhead signed by the president, owner, general manager or personnel director of his or her place of employment verifying employment, beginning date, location and nature of such employment. This letter cannot be signed by a player/manager of said team. Failure to submit this letter will result in the ejection of the player form.

Persons not qualifying under #1 or #2 above will be considered a non-resident and must pay a non-resident fee of \$30 each. The non-resident fee is non-transferable, non-refundable and must be paid when the player roster/waiver form is submitted. Teams may carry an unlimited number of non residents on a roster.

GAME PROCEDURES

ALCOHOL/DRUGS

The consumption or possession of alcoholic beverages/drugs or their containers on any of the Troy parks, school grounds, ball field locations or their parking lots is prohibited. Any player violating this rules will cause an automatic team forfeiture of the game involved. If the game in question was lost by the offending team, an extra loss is put in the loss column of the standings. A violation may also result in a team suspension from the league and forfeiture of all fees and privileges. A team's spectators must also comply with these prohibitions.

PARKING

Parking is restricted to designated parking lots. Parking on subdivision streets is prohibited. Motorcycles are restricted to these same lots and are not to be driven in restricted areas. Officials have control over parking lots before and after games. Neither abuse of officials, nor use of alcoholic beverages are to occur on game playing areas or in parking lots.

SMOKING

Smoking at outdoor events is restricted to the areas behind the players benches or backstops. There is no smoking on the field. Smoking is strictly prohibited in all indoor facilities.

CONDITION OF PLAYING AREA

A telephone "**Hotline**" 248-689-9756 and a website address www.troymi.gov/playhere are provided for managers to call when weather conditions may be questionable. This number is for managers, as players should call their manager.

Outdoor Sports - The Recreation Department makes decisions on the conditions of the playing area until 4:30 p.m. If the game is not canceled by that time, teams and the official(s) are to report to the site. The two managers and the official shall decide on the playability at that time. If in doubt at any time, please show up to the site. If the Oakland County tornado siren sounds signifying a "tornado warning", all games will automatically cease.

Indoor Sports - Games(s)/match(es) are canceled when schools are closed for any reason.

PLAYERS NEEDED TO START GAME

To start a game, a team must have at least the minimum number of registered players listed in the sport's specific league rules.

Failure to have sufficient registered players constitutes a forfeit. Teams having the minimum number must start the game at the scheduled time, and cannot elect to wait for late arrivals. Players arriving late may enter the game in accordance with the league rules of that sport.

Be prepared to start your game at the scheduled starting time. If they are behind schedule, no warm-ups will be allowed and the game will start immediately.

FORFEIT TIME

The scheduled game/match time is forfeit time. The official's watch is the official time. It is the responsibility of team managers or their representative to synchronize their watches with game officials before the start of a game or match. **No protests will be accepted concerning whether a game/match met the time limit restrictions.**

PLAYER'S BENCH

Players not participating in a game shall be seated on the players' bench at all times. If a players' bench is unavailable, the official shall designate a team area.

PLAYER EJECTION

Players displaying unsportsmanlike conduct before, during, or after a game will be subject to future suspension from league or playoff play. The official has complete authority before, during, and after games, both at the playing area, as well as parking lot. Players exhibiting unsportsmanlike behavior may be ejected from the remainder of the game/match. Ejected players may be asked to leave the game area immediately. Failure to comply could result in forfeiture of the game/match. Player(s) under suspension are not allowed at the game site, playing area (park or school site) until suspension expires.

Players ejected shall be automatically ineligible to play in at least the next regular scheduled game/match in which that team plays. If an incident occurs during the final regular scheduled game/match, any suspension will apply to post-season playoffs/second season/make-up games/start of next season.

- **THREATS** to any official or City employee will not be tolerated. If a threat is made to an official or City employee, that person(s) will be suspended indefinitely pending a hearing.

- **FIGHTING** will not be tolerated. If a fight occurs, the player(s) involved will be suspended indefinitely pending a hearing.

- Any person who **physically touches** or makes an **obscene gesture** at an umpire/official/city employee, will be suspended indefinitely pending a hearing.

All cases are subject to review by the Recreation Department to determine length of suspension. Suspension may also occur through the playoffs and carry over to following season.

If a hearing is required, team manager will be contacted within 10 days of the incident. It is the manager's responsibility to notify suspended player. Player is suspended until the hearing takes place and a decision is made. The individual involved in the incident will have seven (7) days from the date of notification to request a formal hearing/appeal. Failure to respond will result in the Recreation department staff determining length of suspension.

HEARING BOARD to consist of the following individuals:

- One current manager from a team not within the division of the infraction
- Umpire-in-Chief/Referee Supervisor
- One representative from a surrounding Recreation agency
- Monitor - Recreation staff person

The suspension board would then make a recommendation to the Recreation Director for final approval. This decision is then final and there are no further appeals. Any suspension other than the normal game/match suspension will also have a probation period (to be determined).

UNSPORTSMANLIKE CONDUCT

The Troy Recreation Department will not tolerate unsportsmanlike conduct in its adult leagues. Unsportsmanlike conduct includes, but is not limited to, the utterance of profane or vulgar language, threatening or intimidation of an official, the striking or pushing of an official or another participant, or any other act which interferes with the orderly conduct of the game.

Participants conducting themselves in an unsportsmanlike manner are subject to ejection by the official. Further action may be initiated by the Recreation Department, up to and including prosecution (please see "Player Ejection").

TAUNTING

Taunting will not be tolerated. Taunting is unsportsmanlike conduct and disqualifies the offending bench personnel or contestant from (at a minimum of) that game until the next regular scheduled game. A warning may be given, but is not required, before ejection. An official/umpire **OR** Site Coordinator can rule on the taunting violation.

Examples of taunting that would lead to ejection include, but are not limited to, 'trash talk'; physical intimidation outside the spirit of the game; reference to sexual orientation; "in the face" confrontation by one player to another; standing over/straddling a tackled or fallen player.

Taunting includes any actions or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters.

PROTEST PROCEDURES

Protests may be entered for one of two reason:

1) An official has erred in the interpretation of a rule

If an official has erred in the interpretation of a rule, a team manager or playing captain may elect to protest. A protest must be announced to the official and to the other team before play resumes. The official scorekeeper shall then record the surrounding circumstances, including the score at the time, time left in the game, etc.

2) Ineligible player

If a team believes than an opponent is using an ineligible player, the manager may protest the player (no more than one) prior to the completion of the game. The official is to note the protest on the scoresheet and require the player in question to sign the scoresheet in the presence of the official (name, address, phone number, work location, drivers license number, social security number, etc...). The player in question must then produce the proper identification or the game may be declared a forfeit.

If a protest is filed by a team manager, it not only must be announced to the umpire/official/site coordinator at the time of the infraction, but the "official" protest **must** be filed by the manager with the Recreation department in writing with a \$20 protest fee no later than 4:00 pm the next working day. If the team wins the protest, they will receive their fee back. If the protest is denied, the protest fee will be retained by the Recreation department.

BLOOD RULE

A player, coach or umpire who is bleeding or who has blood on his uniform shall be prohibited from participating further in the game/match until appropriate treatment can be administered. If medical care or treatment is administered in a reasonable length of time, the individual will not have to leave the game. The length of time that is considered reasonable is left to the official/umpire's judgment. Uniform rule violations will not be enforced if a uniform change is required. The official/umpire shall: 1) Stop the game and allow treatment if the injured player would affect the continuation of the game, 2) Immediately call a coach, trainer or other authorized person to the injured player, 3) Apply the rules of the game regarding substitution, short-handed player and re-entry if necessary.

GAME OFFICIALS

As the official representative of the Troy Recreation Department, the official in charge shall have complete authority over the playing area, parking lots, and the conduct of the game. The official shall be directed to: 1) Start the game on time, 2) Acquaint managers with ground rules and any special rules considered appropriate, 3) Enforce the rules and regulations of the league and the department, 4) Notify players, managers, and spectators of rule violations, and eject them from game or grounds if necessary.

Officials are paid by each team at the same time prior to the beginning of the game. **Teams are advised not to pay official fees until both teams are present and have a required number of players to begin game.** The Recreation Department will not be responsible for fees paid to officials in advance when the other team does not have sufficient players and game is declared a forfeit. **If a game is not completed, the official shall retain the full fee. Teams will be required to pay officials for rescheduled games.** If a team forfeits a game, the forfeiting team is responsible for paying the full official's fee (due to the Recreation Department no later than 24 hours before the next scheduled game/match...or forfeit the next game/match). If the official is not paid, no registered player on that team may play in any league in Troy until that fee is paid. **Officials receive full payment for any portion of a game.**

In the event of a “no show” by an official(s), the teams may either: 1) not play and have the game rescheduled, or 2) agree on a person to officiate the game or agree to play the game self-officiated, and accept the results. Both managers should sign the scoresheet **before** the game/match begins agreeing to accept the outcome.

MANAGER RESPONSIBILITIES

The manager of a team must:

- 1) Attend the mandatory manager meeting. Should a registered team not be represented at a mandatory manager's meeting, a one game/match (the greater number) will be put in the loss column.
- 2) Be responsible for the eligibility of all players on his/her team roster.
- 3) Relay messages and rule interpretations to team players.
- 4) Represent the team in the pre-game meeting.
- 5) Allow only duly registered players to play in the game.
- 6) Discuss any questionable decisions with the official.
- 7) Be responsible for the conduct of the team's members and spectators.
- 8) See that the team abides by the rules and regulations of the league.
- 9) Notify the Recreation office of any managerial changes. An assistant manager is also eligible to sign a player registration or release a player.